

6 January 1953

MEMORANDUM TO: Chief, General Services
 FROM : Chief, Printing & Reproducing Division Class. A
 SUBJECT : Monthly Progress Report
 1. Problems : personnel.
 2. Volume: total jobs received: 2,942 total jobs delivered: 2,795.
 3. Breakdown of completed work for the month of January 1953

25X1

OFFICE	PHOTOSTAT		OZALID		PHOTOCOPY		20' 16MM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs
Director	2	24		v					1	✓ 2,000			3	✓ 545			1	60	
ONE		v		v		v					7	✓ 36,420	1	✓ 240					
OSI	8 ✓ 452		v 2	v 3	1	v 16	12		✓ 64,100		✓ 270	1	✓ 460						
ORR	146 ✓ 10,260	1	v 6	62 ✓ 98,602	27	✓ 2,452	42 ✓ 401,208	4	✓ 47,619	15 ✓ 22,849							6 ✓ 19,590	3	
OIC											7 ✓ 2,325								
OCI	v		v 3	v 33		v 4	v 6,300							1 ✓ 1,600					
OCD	229 ✓ 27,309	1	v 40	371 ✓ 42,135	128 ✓ 27,527	913 ✓ 1,596,764	1 ✓ 14,000	5 ✓ 27,490	3 ✓ 1,150	26 ✓ 69,709	17								
OO	19 ✓ 2,289		v 10	v 5,159	16 ✓ 1,873	21 ✓ 131,803	2 ✓ 3,300	64 ✓ 4,525,790	21 ✓ 30,914		2								
DD/P	60 ✓ 8,638	3 ✓ 31	67 ✓ 20,252	22 ✓ 43,082	45 ✓ 234,935	3 ✓ 56,902	18 ✓ 31,475							28 ✓ 14,123	2				
COMMO	3 ✓ 466	3 ✓ 24	5 ✓ 375	3 ✓ 9	✓ 50,230		230												
GSO	6 ✓ 160	3 ✓ 67	3 ✓ 48	32 ✓ 2,076	8 ✓ 34,803	3 ✓ 11,334	3 ✓ 1,050												✓ 800
Comptroller	4 ✓ 304	v 2	v 21	2 ✓ 36	✓ 69,887	v 100	19 ✓ 25,150												
Gen. Counsel	2 ✓ 77	v	v	v	v	v	v												
Personnel	88 ✓ 27,415	v 1	v 20	v 12	✓ 18,000	2 ✓ 3,000	5 ✓ 26,550	2 ✓ 1,375	5 ✓ 17,560										
Procurement	4 ✓ 55	v 2	v 6,099	v 13	✓ 163,785	v 9	✓ 3,060												2
Medical	v	v	v	v	v	v	v	1	✓ 1,200										
I&S	v	v 10	v 8,334	v 27	2 ✓ 21,400	v	v												
Training	4 ✓ 778	v 3	v 42	v 7	✓ 10,050	1 ✓ 1,000	18 ✓ 19,460												
NSC	v	v 1	v	v 1	✓ 60	v	v												
TOTALS	575	78,227	11	168 ✓ 541	181,123	231 ✓ 77,053	1,126 ✓ 2,805,325	23 ✓ 174,175	169 ✓ 4,687,644	27 ✓ 35,039	66 ✓ 111,842	26							
BACKLOG	69	6,029		290	68,231	198 ✓ 82,906	133 ✓ 464,370	10 ✓ 17,200	6 ✓ 46,150	1 ✓ 2,000		77							

MOTION PICTURE LAB PRODUCTION: 20' 16MM positive film for OCI (1 job). 4 jobs, movie and color film, processed at BACKLOG : 4 jobs, 51,650' 3 jobs, movie film, processed and printed

for DD/P.
for OCD/GR.

GPO Production: Letterpress: 4,450,269

Offset: 656,787 Backlog in GPO: 78 NIS sections.
Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A5A1

25X1A9A

MEMORANDUM TO: Chief, General Services
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

5 December 1952

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs	
Director				✓	1	✓	3		1	1	✓	200		✓	2	✓	105		✓	
ONE		✓		✓	1	✓	50		✓	1	✓	75	3	✓	15,173		✓		✓	
OSI	3	✓	280		✓	3	✓	510		✓	32	15	✓	20,620		✓	675		✓	
CRR	104	✓	3,702	1	✓	80	90	✓	22,799	12	✓	2,400	63	✓	547,870	5	✓	59,924	15	✓
OIC		✓		✓		✓		✓		✓				✓	18	✓	2,115		✓	
OCI				✓	1	✓	4	2	✓	2	7	✓	3,900	1	✓	35,860		✓	2	✓
OCD	182	✓	11,138	1	✓	2	457	✓	34,377	138	✓	53,662	684	✓	1,355,721		✓	1,000	5	✓
OO	16	✓	1,041		✓	4	✓	6,576	7	✓	1,515	29	✓	127,428	1	✓	1,500	56	✓	1,200
DD/P	63	✓	14,141	2	✓	708	91	✓	18,345	36	✓	28,144	30	✓	300,675	4	✓	178,400	2	✓
COMMO	1	✓	32		✓	2	✓	23	1	✓	9	✓	36,750		✓	150				✓
GSO	4	✓	125	3	✓	20		✓	29	✓	4,650	4	✓	3,741		✓	1	✓	2,000	
Comptroller	4	✓	331		✓	3	✓	110	2	✓	10	16	✓	35,435		✓	12	✓	15,048	
Gen. Counsel	1	✓	105		✓		✓			✓		*		✓		✓		✓		✓
Personnel	98	✓	40,549		✓		✓			✓	13	✓	172,975		✓	2	✓	1,300	1	✓
Procurement	6	✓	430	2	✓	12	3	✓	23	✓	1	17	✓	201,450	1	✓	15,000	8	✓	3,585
Medical		✓		✓	1	✓	252		✓		✓		✓		✓	2	✓	1,100		✓
I&S		✓		✓	13	✓	9,522	2	✓	6	6	✓	95,070		✓		✓		✓	
Training	8	✓	1,118		✓	9	✓	1,484		✓	11	✓	16,450	2	✓	30,000	20	✓	28,417	
TOTALS	490	72,992	9	822	679	94,078	229	90,423	906	✓	2,948,360	17	337,682	143	✓	4,267,769	23	33,506	90	125,499
BACKLOG	60	14,461			87	43,634	43	36,272	340	✓	672,364	10	43,100							63

MOTION PICTURE LAB PRODUCTION: 4 jobs 1,858' processed and printed. 1 job, 19,121', processed and printed at [REDACTED] .
 BACKLOG: 4 jobs 58,875"

25X1A5A1

GPO Production: Letterpress: 2,706,150

Offset: 826,144

Backlog in GPO: 99 NIS sections.

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25X1A9A

MEMORANDUM TO: Chief, General Services

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

1. Problems : personnel.

2. Volume: total jobs received: 3,219 total jobs delivered: 3,425.

3. Breakdown of completed work for the month of October 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director				✓					✓	1	✓ 5,000	✓	1	✓ 25				
ONE		✓		✓		✓			✓			4	✓ 9,790					
OSI	19	✓ 761		✓	15	✓ 4,168			✓ 356	20	✓ 15,505		✓ 150					1 ✓ 2,600
ORR	145	✓ 6,271	1	✓ 9	73	✓ 63,892	15	✓ 8,067	51	✓ 154,330	16	✓ 64,918	26	✓ 59,335			8 ✓ 19,991	
OIC		✓		✓		✓			✓				18	✓ 3,040				
OCI									4	✓ 36,770	2	✓ 20,500			5	✓ 5,900		
OCD	247	✓ 25,108	1	✓ 26	636	✓ 34,985	144	✓ 69,208	977	✓ 1,693,228					4	✓ 1,350	13 ✓ 22,528	
OO	17	✓ 1,300	2	✓ 30	6	✓ 1,963	13	✓ 2,041	41	✓ 580,545	1	✓ 1,000	72	✓ 4,846,138	24	✓ 24,123		
OSO	52	✓ 11,177	1	✓ 488	116	✓ 49,094	42	✓ 9,181	22	✓ 63,780	1	✓ 11,055	1	✓ 1,100			7 ✓ 97,400	
OPC	12	✓ 1,290			14	✓ 3,051	2	✓ 201	10	✓ 26,282	1	✓ 4,100						
COMMO	2	✓ 38			7	✓ 605			9	✓ 31,460	1	✓ 150	2	✓ 6,020				
OTS	5	✓ 418	2	✓ 161	7	✓ 2,868	1	✓ 30	12	✓ 84,985	1	✓ 37,010						
GSO	7	✓ 119	4	✓ 61	2	✓ 38	20	✓ 1,500	14	✓ 386,674	2	✓ 28,000	1	✓ 100			✓ 225	
Comptroller	2	✓ 72				✓		3	✓	✓ 182,140	1	✓ 25	9	✓ 14,012				
Gen. Counsel	3	✓ 392				✓			✓		✓	1	✓ 4,200					
Personnel	131	✓ 56,763				✓			✓	15	✓ 98,300		8	✓ 15,885			8 ✓ 1,750	
Procurement	4	✓ 256	2	✓ 14	7	✓ 7,504			✓ 51	✓ 606,400	2	✓ 16,200	7	✓ 1,460				
Medical		✓		✓		✓			✓		✓	2	✓ 278,500	1	✓ 4,000			
Security		✓			11	✓ 5,404	2	✓ 6	3	✓ 18,450								
Training	1	✓ 252	22	✓ 120	10	✓ 121	1	✓	24	✓ 57,195	1	✓ 700	40	✓ 41,462				
NSC		✓								✓	1	✓ 15,000						
TOTALS	647	104,217	✓ 35	22,909	904	173,693	243	90,590	1,280	✓ 4,041,044	37	491,298	186	✓ 4,992,577	33	31,373	✓ 37 144,494	
BACKLOG	53	✓ 2,714			173	✓ 93,294	73	✓ 11,655	125	✓ 398,064	12	✓ 134,500			1	✓ 2,400		

GPO Production: Letterpress: 1,197,900

Offset: 489,918

Backlog in GPO: 84 NIS Sections.

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25X1A9A

25X1A9A
2 October 1952

MEMORANDUM TO: Chief, General Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM: Chief, Printing & Reproduction Division

SUBJECT: Monthly Progress Report

1. Problems : personnel.
2. Volume: total jobs received: 2,745 total jobs delivered: 2,648.
3. Breakdown of completed work for the month of September 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
Director	3	30			1	✓ 10			1	✓ 2,000			4	✓ 1,047					
ONE	1	✓ 598								✓	3	✓ 16,512							
OSI	10	✓ 837	1	✓ 92	4	✓ 416	2	✓ 308	12	✓ 11,820		✓ 300	1	✓ 1,125			1	✓ 1,300	
ORR	88	✓ 2,822	10	✓ 602	71	✓ 37,988	22	✓ 260	33	✓ 237,092	13	✓ 98,876	21	✓ 71,777			4	✓ 9,355	
OIC													8	✓ 1,925					
OCI	1	✓ 12					3	✓	8	✓ 28,044						1	✓ 1,700	1	✓ 2,560
OCD	279	✓ 22,049	1	✓ 936	359	✓ 18,863	109	✓ 40,922	798	✓ 1,412,176	5	✓ 11,500	3	✓ 6,700	4	✓ 2,800	22	✓ 34,972	
OO	18	✓ 1,135	1	✓ 6	11	✓ 6,181	20	✓ 4,023	26	✓ 95,087	4	✓ 2,400	63	✓ 14,126,328	22	✓ 19,732			
OSO	17	✓ 1,528	1	✓ 822	57	✓ 80,962	16	✓ 14,244	7	✓ 54,387	2	✓ 500					3	✓ 11,700	
OPC	19	2,066			10	✓ 343	5	✓ 217	11	✓ 159,350	1	✓ 4,800							
COMMO	3	✓ 46	2	✓ 80	2	✓ 44			11	✓ 22,550	1	✓ 6,225							
OTS	3	✓ 111	1	✓ 18	5	✓ 92	1	✓ 9	4	✓ 2,750	2	✓ 55,600							
GSO	6	✓ 202	2	✓ 21	1	✓ 30	13	✓	10	✓ 9,846	1	✓ 17,000	4	✓ 2,725				✓ 228	
Comptroller	6	✓ 361					3	✓	31	✓ 68,037	1	✓ 12,000	8	✓ 8,561			1	✓ 100	
Gen. Counsel					1	✓ 12				✓									
Audit	1	✓ 2																	
Personnel	105	✓ 54,335							36	✓ 170,535			4	✓ 12,675			13	✓ 5,650	
Procurement	5	✓ 471	4	✓ 58	4	✓ 154			26	✓ 241,244	5	✓ 31,401	10	✓ 1,965					
Medical					1	✓ 2			2	✓ 6,000			1	✓ 150					
Security					10	✓ 5,201	1	✓	5	✓ 28,740			2	✓ 2,100					
Training					5	✓ 263	1	✓ 52	13	✓ 17,420			24	✓ 28,226					
TOTALS	565	86,605	23	✓ 2,635	542	150,561	196	60,035	1,034	✓ 2,567,078	38	✓ 257,114	153	✓ 4,265,304	27	✓ 24,232	45,	✓ 65,865	
BACKLOG	66	17,040			317	69,523	25	✓ 24,755	108	✓ 1,412,250	11	✓ 21,000			4	✓ 2,054			

MEMORANDUM TO: Chief, General Services

FROM: Chief, Printing & Reproduction Division

Approved for Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

5 September 1952

SUBJECT: Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,959 total jobs delivered: 2,793.

3. Breakdown of completed work for the month of August 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director					2	✓ 35			1	✓ 500			3	✓ 170				
ONE											2	✓ 9,428						
OSI	15	✓ 558			7	✓ 616	1	✓ 259	20	✓ 22,765	1	✓ 1,150	6	✓ 9,265				1 ✓ 2,600
ORR	77	✓ 5,177			54	✓ 33,262	4	✓ 496	33	✓ 214,699	11	✓ 85,043	8	✓ 17,251				
OIC													22	✓ 3,620				
OCI							1	✓ 15,100	4	✓ 675					4	✓ 4,300	2	✓ 18,875
OCD	354	✓ 22,274	4	✓ 891	375	✓ 26,477	124	✓ 49,992	916	✓ 1,661,717			2	✓ 5,609	3	✓ 5,776	24	✓ 355
OO	15	✓ 804	1	✓ 6	11	✓ 1,557	13	✓ 2,000	21	✓ 104,650			63	✓ 3,873,345	21	✓ 19,063	1	✓ 2,100
OSO	17	✓ 2,688	1	✓ 200	43	✓ 29,887	22	✓ 18,522	9	✓ 98,675	1	✓ 2,517	2	✓ 724			4	✓ 27,350
OPC	26	✓ 1,551			21	✓ 9,130	11	✓ 603	9	✓ 16,865	3	✓ 72						
Commo	2	✓ 14			11	✓ 685	3	✓ 4	1	✓ 10,000			4	✓ 1,210				
OTS		✓	1	✓ 12	5	✓ 4,645			5	✓ 10,200	1	✓ 6						
GSO	2	✓ 88	2	✓ 9	1	✓ 4	19	✓	8	✓ 35,200	2	✓ 10,018	4	✓ 10,900				✓ 390
Comptroller	2	✓ 120					4	✓	16	✓ 87,675	2	✓ 88,100	19	✓ 37,963			1	✓ 50
Gen. Counsel	3	✓ 34																
Personnel	95	✓ 53,157							17	✓ 211,860	3	✓ 1,058,000	4	✓ 2,100			6	✓ 900
Procurement	9	✓ 661			2	✓ 7,292		✓ 6	21	✓ 313,560	1	✓ 5,000	16	✓ 8,175				
Medical		✓									2	✓ 16,000	3	✓ 3,030				
Security		✓			12	✓ 5,254		✓ 21										
Training		✓	4	✓ 4,490	3	✓ 53		✓	14	✓ 62,600	2	✓ 4,720	35	✓ 55,500				
NSC									3	✓ 2,660			1	✓ 4,335				
TOTALS	617	87,126	13	5,608	547	118,897	202	87,012	1,098	2,854,301	31	1,280,054	192	4,033,197	28	29,139	39	76,620
BACKLOG	22	9,897			288	125,496	63	9,284	260	393,011	14	38,000	2	14,180				

GPO Production: Letterpress: 3,331,650

Offset: 88,765

Backlog in GPO: 125 NIS Sections.

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25X1A9A

MEMORANDUM TO: Chief, Administrative Service

5 August 1952

FROM : Chief, Printing & Reproduction Division
SUBJECT : Monthly Progress Report

1. Problems: personnel.

3. Breakdown of completed work for the month of July 1952:

2. Volume: total jobs received: 2,862 total jobs delivered: 2,662.

Handy. APP 8/16/52

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director	2	48			1	✓ 210			4	✓ 50,560			5	✓ 465				
ONE		✓		✓					2	✓ 1,276								2 ✓ 7,605
OSI	9	✓ 545			4	✓ 1,052	2	✓ 149	18	✓ 22,220		✓ 670	9	✓ 248,929				5 ✓ 5,750
ORR	101	✓ 6,369	2	✓ 6	67	✓ 5,394	5	✓ 16,010	33	✓ 945,159	4	✓ 24,977	10	✓ 20,221				2 ✓ 23,110
OIC		✓		✓									21	✓ 6,650				
OCI		✓		✓			2	✓	8	✓ 27,400		✓				2	✓ 1,000	
OCD	211	✓ 16,929	3	✓ 211	297	✓ 32,842	91	✓ 35,091	864	✓ 1,502,403			2	✓ 3,643	1	✓ 500	9 ✓ 10,375	
OO	18	✓ 1,135	2	✓ 578	7	✓ 2,371	19	✓ 1,040	29	✓ 184,321	1	✓ 2,000	71	✓ 4,070,771	25	✓ 25,102		
OSO	29	✓ 3,508	3	✓ 516	71	✓ 37,272	32	✓ 13,076	16	✓ 55,168	2	✓ 20,950	7	✓ 947				
OPC	28	✓ 2,751			6	✓ 4,349	14	✓ 598	13	✓ 76,950	4	✓ 56,000						
Commo	4	✓ 167	1	✓ 4	2	✓ 106	3	✓	2	✓ 11,030		✓	2	✓ 5,950				
OTS	4	✓ 662			1	✓ 14	2	✓	1	✓ 160		✓						
Adm/Staff(s)		✓							2	✓ 1,500								
Gen/Ser.	15	✓ 1,662	2	✓ 21	1	✓ 3	30	✓	17	✓ 137,854	1	✓ 10,000	19	✓ 35,150				✓ 455
Comptroller		✓		✓			✓		8	✓ 17,000	2	✓ 7,213	5	✓ 800				
Personnel	104	✓ 47,965					3	✓	24	✓ 55,250	1	✓ 5,000	11	✓ 3,330				13 ✓ 4,400
Procurement	7	✓ 472							36	✓ 494,300	1	✓ 10,000	7	✓ 1,730				
Medical		✓		✓					1	✓ 2,500		✓	6	✓ 5,570				
Security				✓			12	✓ 6,410										
Training	2	✓ 311	3	✓ 350	12	✓ 279		✓ 2	7	✓ 18,900	1	✓ 6,000	70	✓ 19,060				
NSC									2	✓ 500		✓						
TOTALS	534	82,524	16	8,686	481	90,302	203	65,966	1,087	3,604,451	17	142,810	245	✓ 4,423,216	28	✓ 26,602	31	✓ 51,695
BACKLOG	24	7,809			245	113,894	35	5,321	277	228,640	6	✓ 27,000	8	✓ 34,370	1	✓ 800		

GPO Production: Letterpress: 1,571,125

Offset: 116,398

BackLog in GPO: 121 NIS Sections.

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25X1A9A

MEMORANDUM TO: Chief, Administrative Service

8 July 1952

FROM: Chief, Printing & Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A00100130043-2

SUBJECT: Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,842 total jobs delivered: 3,148

3. Breakdown of completed work for the month of June 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DRAFT	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
OCD	224	13,409			595	45,046	133	43,250	950	✓ 2,392,741	2	✓ 4,800	3	✓ 15,000	11	✓ 23,800	29	✓ 29,823
OSO	22	2,846	1	✓ 21	78	✓ 15,458	28	✓ 18,840	18	✓ 160,070	1	✓ 495	4	✓ 6,440				
ORR	105	✓ 6,669	1	✓ 1	65	✓ 17,177	✓ 9	✓ 2,103	43	✓ 973,040	9	✓ 49,864	7	✓ 32,506			2	✓ 1,350
OTR	1	✓ 16	2	✓ 2,650	7	✓ 1,175	1	✓	20	✓ 79,710	2	✓ 42,890	117	✓ 61,830				
Personnel	103	✓ 52,707				✓			35	✓ 92,370	3	✓ 770	8	✓ 35,335			23	✓ 6,435
OPC	18	✓ 777	1	✓ 6	13	✓ 7,007	8	✓ 120	13	✓ 191,160	1	✓ 10,250						
OO	11	959	3	✓ 107	10	✓ 4,387	10	✓ 1,895	18	✓ 166,452			72	✓ 4,195,065	23	✓ 21,534	1	✓ 1,400
Ad/Service	6	377	2	✓ 22			23	✓ 300	15	✓ 33,429	2	✓ 4,001	1	✓ 400				✓ 345
Procurement	1	✓ 44	1	✓ 10					34	✓ 663,110	1	✓ 5,000						
OSI	11	✓ 915			11	✓ 425	14	✓ 182	23	✓ 68,825	✓ 650	3	✓ 3,120				3	✓ 2,590
O&M	1	✓ 8			1	✓ 21			13	✓ 20,061	✓	14	✓ 44,306					
Commo	2	✓ 20	1	✓ 575	3	✓ 1,649			7	✓ 59,200		2	✓ 185					
I&S	1	✓ 8			10	✓ 7,108	1	✓			1	✓ 500						
Finance	1	✓ 215					1	✓	10	✓ 64,000		3	✓ 5,410					
ONE		✓				✓			2	✓ 1,335	4	✓ 21,184					2	✓ 1,920
Director	1	✓ 65			1	✓ 38			1	✓ 500	1	✓ 5,000	5	✓ 278				
OIC		✓			✓	✓						✓	20	✓ 4,395				
Medical		✓			✓	✓			2	✓ 2,100	1	✓ 100	1	✓ 720				
OCI	1	✓ 22			1	✓ 70			8	✓ 14,865								
TSS	1	✓ 14			3	✓ 2,772	1	✓ 25	1	✓ 1,400	✓ 50		2	✓ 1,300	1	✓ 5,250		
NSC		✓							1	✓ 11,500								
TOTALS	510	79,071	12	3,392	798	122,333	✓ 229	66,715	✓ 1,214	4,986,868	28	145,554	260	4,404,990	36	46,634	61	49,113
BACKLOG	61	✓ 25,705			130	43,677	53	✓ 2,694	54	✓ 201,832	17	✓ 15,400						

MEMORANDUM TO: Chief, Administrative Service
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

6 June 1952

Approved For Release 2003/02/27 : CIA-RDP54-0077A000100130043-2

1. Problems: personnel.

2. Volume: total jobs received: 3,348 total jobs delivered: 3,111.

3. Breakdown of completed work for the month of May 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
OCD	271	14,079	5	2,458	390	52,199	136	44,544	1,096	1,890,706	✓	200	2	✓	1,700	2	✓	21,500	67 99,203
OSO	19	✓ 825			✓ 90	✓ 36,789	9	✓ 10,963	6	✓ 24,395	2	✓ 14,100	4	✓	5,270				✓
ORR	76	✓ 2,691	1	✓ 1	67	✓ 2,609	11	✓ 1,427	27	✓ 152,931	21	✓ 56,154	8	✓	27,502			3 ✓ 1,936	
Training	5	✓ 132	1	✓ 9,345	7	✓ 232		✓ 1	24	✓ 58,245	1	✓ 3,000	62	✓	74,845				✓
Personnel	115	✓ 50,906			✓ 1	✓ 6		✓	27	✓ 242,100		✓	12	✓	15,595			11 ✓ 6,080	
OPC	20	✓ 2,659	1	✓ 10	7	✓ 1,067	4	✓ 27	10	✓ 33,225				✓		1	✓ 1,000		
OO	25	✓ 2,137	2	✓ 486	8	✓ 665	5	✓ 775	19	✓ 109,788	1	✓ 200	72	✓ 4,153,475	21	✓ 18,468			
Ad/Service	7	✓ 392			✓		31	✓	17	✓ 60,516	2	✓ 43,000		✓				✓ 109	
Procurement	6	✓ 883			✓ 1	✓ 24		✓ 3	21	✓ 151,500	3	✓ 23,510	15	✓	2,275			✓	
OSI	7	✓ 690			✓ 13	✓ 973	6	✓ 60	10	✓ 7,455	✓	200	3	✓	200			✓ 2,475	
Q&M	3	✓ 49			✓			✓	18	✓ 50,669	✓	3,600	13	✓	16,116			✓	
Commo	8	✓ 671	20	✓ 5,703	6	✓ 482			8	✓ 64,200	✓	120	3	✓	1,385			✓ 2,26,000	
I&S	1	✓ 30			10	✓ 4,622			1	✓ 2,715									
Finance									10	✓ 22,600		✓	3	✓	71				
ONE					✓ 1	✓ 7						3 ✓ 9,736							
Director	4	✓ 126	1	✓ 80	3	✓ 81		✓ 1	2	✓ 28,750	1	✓ 1,000	3	✓	705				
OIC					✓						✓		14	✓	1,270				
Medical					✓				1	✓ 300	✓		10	✓	4,310				
OCI	2	✓ 40	1	✓ 2	2	✓ 89	2	✓	10	✓ 13,215	✓					2	✓ 4,200		
TSS	1	✓ 100	2	✓ 95		✓													
TOTALS	570	76,410	34	18,180	606	99,845	204	57,801	1,307	2,913,310	34	164,820	224	4,304,719	26	45,168	85	127,803	
BACKLOG	138	20,254			300	79,467	1	63	11,364	107	348,712	9	15,000			3	✓ 4,100		

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MEMORANDUM TO: Chief, Administrative Service

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

May 1952

FROM : Chief, Printing & Reproduction Division

25X1A9A

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 3,244 total jobs delivered: 3,099.

3. Breakdown of completed work for the month of April 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.	
OCD	210	✓14,537	4	✓1,069	433	✓61,944	131	✓67,661	1,047	✓1,801,214	1	✓150	4	✓36,500	1	✓1,920	65	✓28,837	
OSO	35	✓3,292	1	✓12	51	✓21,671	12	✓20,812	4	✓177,700		✓400	6	✓6,115					
ORR	97	✓2,927	6	✓448	78	✓28,563	10	✓487	36	✓852,283	7	✓62,675	13	✓29,390			10	✓26,450	
Training	1	✓7	6	✓11,110	4	✓153	1	✓7	27	✓22,970	2	✓21,230	27	✓38,805					
Personnel	111	✓45,262		✓		✓		✓	19	✓80,260	2	✓26,520	21	✓33,170	1	✓4,800	19	✓4,510	
OPC	20	✓845	1	✓30	11	✓3,287	5	✓46	22	✓396,205	1	✓69,750	1	✓4,130					
OO	18	✓1,849	2	✓190	6	✓1,361	10	✓2,070	17	✓92,514	1	✓3,300	79	✓4,577,306	21	✓16,968			
Ad/Ser.	7	✓373	3	✓8	2	✓63	2	✓36	21	✓102,031	8	✓23,529	2	✓4,500	1	✓9,300		568	
Procurement	2	✓36		✓		✓		✓	33	✓273,700	2	✓23,500	31	✓13,040					
OSI	13	✓2,483		✓	3	✓1,242	16	✓110	16	✓28,720		✓600	6	✓4,380			3	✓2,305	
O&M	2	✓23		✓		✓		✓	15	✓20,304	1	✓6,000	18	✓19,086					
Commo	10	✓357	10	✓1,177	6	✓511		✓	8	✓57,750	1	✓40,000	13	✓11,485					
I&S		✓		✓	17	✓10,352		✓	1	✓500		✓							
Finance		✓		✓		✓		✓	4	✓4,200		✓	2	✓5,850					
ONE		✓		✓		✓		✓	3	✓851	3	✓106,992							
Director	1	30		✓	6	✓256		✓30	3	✓1,650	2	✓21,000	3	✓185					
OIC		✓		✓		✓		✓		✓		✓	14	✓2,420					
Medical		✓		✓		✓		✓		✓		✓	10	✓6,490					
OCI	1	✓15		✓		✓		✓	7	✓27,640		✓			2	✓6,200			
TSS		✓	3	✓200	4	✓44		✓	3	✓2,600	1	✓1,321	1	✓300					
NSC		✓		✓		✓		✓	1	✓700		✓							
TOTALS	528	72,036	36	14,244	621	129,447	187	99,259	1,287	3,942,892	32	406,967	251	4,793,152	26	39,188	97	162,670	
BACKLOG	100	23,145			232	139,213	✓	30	655	75	327,086	8	25,000	6	10,760				

GPO Production: Letterpress: 1,705,280

Offset: 135,548

Backlog in GPO: 137 NIS sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-0177A000100130043-2

4 April 1952

✓8

25X1A9A

1. Problems: personnel. 2. Volume: total jobs received: 3,379 total jobs delivered: 3,941.

3. Breakdown of completed work for the month of March 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
OCD	292	✓18,953	4	✓ 18	629	✓102,057	132	✓83,413	1,285	✓2,154,997	1	✓ 250	6	✓ 8,500	7	✓ 8,350	86	✓122,235
OSO	61	✓5,187	1	✓ 174	74	✓50,204	12	✓5,142	16	✓228,770	1	✓ 450	12	✓ 7,235	✓	✓	✓	✓
ORR	168	✓5,594	3	✓ 11	77	✓9,998	3	✓ 353	43	✓775,255	6	✓49,690	8	✓27,484	1	✓ 1,000	4	✓ 7,375
Training	4	✓ 318	2	✓ 455	14	✓ 9,079	1	✓ 27	29	✓219,419	✓	✓ 60	✓ 26,370	✓	✓	✓	✓	✓
Personnel	115	✓43,424	✓	✓	✓	✓	✓	✓	16	✓100,005	2	✓ 2,320	11	✓ 10,900	1	✓ 500	19	✓11,625
OPC	38	✓ 2,742	✓	✓	17	✓10,121	14	✓2,002	11	✓ 57,300	✓	✓	✓	✓	✓	✓	✓	✓
OO	22	✓ 1,994	1	✓ 6	✓ 22	✓4,201	29	✓5,662	18	✓ 87,510	2	✓ 9,000	66	✓4,344,048	22	✓ 17,644	1	✓ 935
Ad/Ser.	8	✓ 260	1	✓ 6	2	✓ 67	29	✓	18	✓ 57,924	3	✓ 45,000	2	✓ 2,015	✓	✓	✓	✓
Procurement	8	✓ 545	✓	✓	✓	✓	✓	✓	51	✓ 808,550	✓	✓ 22	✓ 13,045	✓	✓	✓	✓	✓
OSI	22	✓2,195	✓	✓	5	✓2,271	2	✓ 477	28	✓ 50,915	2	✓ 1,750	8	✓ 11,257	✓	✓	2	✓ 250
Q&M	2	✓ 23	✓	✓	✓	✓	✓	✓	23	✓ 30,820	✓	✓ 16	✓ 11,823	✓	✓	✓	✓	✓
Commo	9	✓ 753	17	✓ 1,593	3	✓ 171	1	✓ 1,200	9	✓ 51,050	2	✓ 4,000	3	✓ 960	✓	✓	✓	✓
I&S	2	✓ 25	✓	✓	13	✓ 7,070	4	✓	1	✓ 1,000	✓	✓ 1	✓ 500	✓	✓	✓	✓	✓
Finance	✓	✓	✓	✓	✓	✓	✓	✓	10	✓ 33,130	✓	✓	✓	✓	✓	✓	✓	✓
ONE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	7	✓ 14,605	✓	✓	✓	✓	✓	✓
Director	2	✓ 132	✓	✓	1	✓ 24	✓	✓	8	✓ 5,060	✓	✓ 5	✓ 2,088	✓	✓	✓	✓	✓
OIC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ 26	✓ 4,340	✓	✓	✓	✓	✓
Medical	1	✓ 336	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ 8	✓ 13,425	✓	✓	✓	✓	✓
OCI	✓	✓	✓	✓	1	✓ 92	1	✓	4	✓ 15,800	✓	✓ 1	✓ 600	✓	✓	✓	✓	✓
TSS	5	✓ 467	2	✓ 80	2	✓ 3,012	✓	✓	4	✓ 62,150	3	✓ 14,250	2	✓ 1,880	✓	✓	✓	✓
NSC	✓	✓	✓	✓	✓	✓	✓	✓	6	✓ 84,000	✓	✓	✓	✓	✓	✓	✓	✓
TOTALS	759	82,948	31	2,343	860	198,367	228	98,276	1,580	4,823,655	29	141,315	257	4,486,470	31	27,494	112	142,420
BACKLOG	117	4,795	✓	✓	171	101,541	54	6,255	38	430,788	10	110,000	2	2,145	1	4,000	✓	✓

8 March 1952

MEMORANDUM TO: Chief, Administrative Services

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel

2. Volume: total jobs received: 3,624 total jobs delivered: 3,327

3. Breakdown of completed work for the month of February 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
Director	5	217		✓	5	193	1	25	4	✓ 7,170		✓		✓		✓		✓
ONE				✓		✓				✓	4	✓ 9,734		✓		✓		✓
ORR	119	✓ 3,073		✓	76	✓ 7,167	1	✓ 25	37	✓ 764,422	7	✓ 4,651	8	✓ 30,247	✓	✓	2	✓ 7,175
OSI	19	✓ 2,762		✓	9	✓ 4,649	1	✓ 606	15	✓ 12,615		✓	2	✓ 95		✓	1	✓ 160
OSO	40	✓ 1,391	18	✓ 1,880	78	✓ 33,801	4	✓ 12,201	6	✓ 25,100	1	✓ 125		✓		✓		✓
Commo.	7	✓ 409	9	✓ 345	2	✓ 224			3	✓ 35,500			3	✓ 1,715		✓		✓
OPC	34	✓ 1,506	2	✓ 63	21	✓ 3,986		✓ 40	7	✓ 80,930		✓	1	✓ 225		✓		✓
OIC		✓		✓		✓		✓		✓		✓	16	✓ 2,445		✓		✓
OCI	1	✓ 14	1	✓ 45	4	✓ 28		✓	2	✓ 1,025		✓		✓	1	✓ 1,400		✓
OCD	307	✓ 21,973	1	✓ 1,358	512	✓ 31,661	55	✓ 1,885	1,123	✓ 1,695,024		✓	3	✓ 1,625	6	✓ 4,350	53	✓ 66,780
OO	17	✓ 1,902	1	✓ 6	15	✓ 3,272	17	✓ 1,277	16	✓ 67,259		✓	63	✓ 4,041,288	19	✓ 15,124		✓
O&M	6	✓ 56		✓	1	✓ 1		✓	17	✓ 27,416		✓	8	✓ 8,715		✓		✓
I&S	1	✓ 27		✓	19	✓ 8,666		✓	3	✓ 9,100		✓	4	✓ 3,175		✓		✓
Ad/Ser.	21	✓ 1,001	1	✓ 3	15	✓ 4,612	10	✓ 2,930	13	✓ 275,582	2	✓ 8,524	1	✓ 500		✓		✓ 486
Finance		✓		✓		✓		✓	16	✓ 23,400		✓	1	✓ 1,500		✓		✓
Personnel	121	✓ 59,936		✓		✓		✓	25	✓ 206,890	1	✓ 3,000		✓		✓	18	✓ 4,695
Procurement	5	✓ 111		✓		✓		✓	22	✓ 184,800		✓ 400	24	✓ 8,731		✓		✓
Training	2	✓ 1,701	2	✓ 823	6	✓ 276		✓ 14	20	✓ 43,850	1	✓ 2,000	92	✓ 48,545		✓		✓
Medical		✓		✓		✓		✓	1	✓ 2,000		✓	3	✓ 700		✓		✓
TOTALS	705	96,079	35	4,523	763	98,536	89	109,003	1,330	3,462,083	16	28,434	229	4,149,506	26	20,874	74	79,296
BACKLOG	238	20,688			238	151,080	35	5,180	223	562,355	5	91,000	8	7,245				

GPO Production: Letterpress: 2,950,550

Offset: 159.975

Backlog in GPO: 148 NTS sections

35X1A9A

MEMORANDUM TO: Chief, Administrative Service

9 January 1952
FBI - New York

FROM : Chief, Printing & Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 3,246 total jobs delivered: 3,016.

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.	
Director	1	28	4	129	3	70			3	2,300			4	526					
ONE											3	5,230							
ORR	40	✓ 1,321			29	✓ 7,482	2	✓ 2,265	16	✓ 251,927			1	✓ 500					
OSI	20	✓ 574			3	✓ 62	2	✓ 126	18	✓ 26,040			5	✓ 5,260					
OSO	57	✓ 11,535	1	✓ 32	100	✓ 18,173	7	✓ 3,215	7	✓ 56,610			13	✓ 15,760					
Commo.	7	✓ 561	10	✓ 669					4	72,000			3	✓ 1,150					
OPC	24	✓ 2,495	1	✓ 60	22	✓ 3,209	3	✓ 983	13	✓ 125,041									
OIC													10	✓ 1,845					
OCI					6	✓ 46		10	1	✓ 9,500						1	✓ 1,600		
OCB	327	✓ 16,243			405	✓ 62,218	64	✓ 59,017	1029	✓ 1,497,273			4	✓ 5,358	6	✓ 39,600	79	✓ 87,148	
OO	11	✓ 198			6	12	1,083	14	✓ 2,655	12	✓ 57,721			64	✓ 4,064,107	23	✓ 20,103		
MGT.	3	✓ 25							34	✓ 31,224			23	✓ 33,468					
I&S	6	✓ 3,048			18	✓ 7,732		7	2	✓ 1,030			1	✓ 2,000	1	✓ 1,752			
AD/Service	10	✓ 653			5	✓ 2,056	35	✓ 6,612	8	✓ 38,200	1	✓ 250	1	✓ 200			1	✓ 500	
Finance	1	✓ 180							20	✓ 42,325			3	✓ 6,250					
Personnel	109	✓ 47,625			1	✓ 9,636	1	✓ 50	33	✓ 207,085			2	✓ 1,500	2	✓ 9,000	14	✓ 8,605	
Procurement	11	✓ 1,339	1	✓ 18	1	✓ 6			31	✓ 455,300			14	✓ 6,915					
Training	8	✓ 2,530	1	✓ 280	16	✓ 1,448		✓ 47	21	✓ 71,355	2	✓ 25,600	75	✓ 54,200					
Medical	1	✓ 18											3	✓ 2,300					
NSC									1	✓ 500	1	✓ 75							
TOTALS	636	88,373	18	1,194	621	113,221	128	74,987	1253	2,945,431	7	31,155	226	4,201,339	33	72,055	94	96,253	
BACKLOG	117	3,043			166	52,819	48	16,934	173	409,583	10	4,400	13	3,485					

GPO Production: Letterpress: 283,100 Offset: 104,350 -- Backlog in GPO: 142 NIS Sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

Approved For Release 2003/02/27 : CIA-RDP54A0177A000100130043-2

*Marked NR.
W.D.*

MEMORANDUM TO: Chief, Administrative Services
FROM : Chief, Printing & Reproduction Division
SUBJECT : Monthly Progress Report

18 December 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,741 total jobs delivered: 2,843.

3. Breakdown of completed work for the month of November:/

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	4	61			2	45			3	9,898	3	348				
ONE									6	8,341						1 1,160
ORR	118	2,158	3	32	81	13,871	2	570	16	37,862	4	6,480				
OSI	13	621			1	2	1	25	16	2,858	3	125				2 9,000
OSO	47	3,518	11	1,296	72	22,370	1	7,775	15	121,565	10	4,810				
OPC	22	2,498	1	120	12	5,209	2	200	7	75,600						
OCD	393	15,128			474	40,837	38	18,028	865	1,367,888	1	50				64 77,912
OIC											15	3,055				
OO	9	1,745			7	1,140	9	2,020	9	33,418	67	3,519,515	19	15,900		
MGT									8	14,614	7	3,850				
Security					16	7,196	1	100	4	11,650	1	7,350				
Ad/Services	7	368	3	55	3	8	5	1,275	8	30,400	3	5,500				1 200
Finance	5	15							13	13,434	3	10,400				1 75
Personnel	126	60,428		11	249			3	61	172,595	50	57,340				11 1,950
Procurement	5	548							24	217,023	15	3,840				
Medical									2	3,000						
TOTALS	749	87,088	18	1,503	679	90,927	59	29,996	1,057	2,120,146	182	3,622,663	19	15,900	80	90,297
BACKLOG	131	7,781			282	68,868	29	2,179	31	304,760				1	3,000	

GPO PRODUCTION: Letterpress: 1,276,912 Offset: 151,600.

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25X1A9A

MEMORANDUM TO: Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

16 November 1951

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,323 total jobs delivered: 1,927.

3. Breakdown of completed work for the month of October:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Job	Imps.
Director's Office			2	42					2	2,200	5	995				
ONE									3	3,876						2 47,225
ORR	73	1,764	1	8	47	3,683	5	4,525	45	152,131	10	34,910				1 14,910
OSI	24	2,137			5	1,799		42	33	36,265	11	13,755				
OSO	33	2,490	7	112	43	26,656		8,892	8	219,874	5	4,724				
OPC	28	531			12	7,936		67	3	13,050						
OCD	269	15,235			322	43,340	28	27,568	151	1,259,217	4	3,845	2	24,900	14 63,519	
OCI					5	45			3	8,390			1	1,200		
OO	13	1,257			2	260	12	1,956	10	16,338	70	3,467,698	23	21,746		
MGT	2	21							12	21,636	8	16,415				
Security	1	2			19	7,547			2	15,300	1	2,000				
Ad/Services	12	229	4	252	3	57		125	14	58,475	1	1,000				
Finance	2	268							24	58,450						
Personnel	148	86,184			23	1,455	1	30	70	350,950	130	147,338			18 2,730	
Procurement	5	954							36	421,300	33	19,447				
Medical	1	7									1	100				
General Counsel	1	24														
NSC									5	25,000	3	29,440				
OIC											10	1,545				
TOTALS	612	111,103	14	414	481	92,778	46	43,205	421	1,901,131	292	3,743,212	26	47,846	35 81,722	
BACKLOG	542	21,892			592	107,729	2	3,500	53	378,014	5	38,105	1	3,000		

GPO Production: Offset: 130,910 impressions Letterpress: 1,139,070 impressions.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Services *Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2*
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

18 October 1951 *[Signature]*

1. Problems: personnel. 2. Volume: total jobs received: 2,078 total jobs delivered: 2,030.

3. Breakdown of completed work for the month of September:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Impms.
Director's Office	6	282			5	171			2	350	2	180				
ONE									3	6,670						
ORR	55	2,659	4	95	58	5,798	2	2,163	35	320,454	10	22,068				
OSI	22	1,849	1	8	6	550	2	249	33	9,230	11	6,080				
OCD	483	14,901	2	12	378	54,910	42	31,473	61	1,544,674	3	4,250	3	26,500	9	1,065
OCI			1	1	7	280	1	2,920	1	1,500			3	2,300	1	170
OSO	44	9,299	15	1,408	70	41,415		9,493	8	54,100	10	21,745				
OPC	23	1,023			11	2,718			23	3	45,000	1	25,000			
OO	8	1,052			5	1,657	7	201	9	18,736	64	3,152,185	21	17,888		
MGT.	2	23							9	22,090	5	4,662				
SECURITY					18	7,460			5	20,051			1	1,524		
AD/SERVICES	15	798	5	206	3	498	12	1,750	4	5,300	2	2,500				
FINANCE									13	11,060	1	6,500				
PERSONNEL	108	85,326	1	50	48	899			63	210,607	71	57,270			12	1,960
PROCUREMENT	7	286	1	125					25	244,600	25	9,188				
OIC											14	14,950				
MEDICAL									4	4,600	3	2,300				
GENERAL COUNSEL					1	107		25			1	100				
TOTALS	773	117,498	30	1,905	610	116,463	66	48,297	278	2,519,022	223	3,328,978	28	48,212	22	3,195
BACKLOG	449	10,788			446	93,385	1	1,000	20	110,060	1	2,000				

GPO PRODUCTION: Letterpress: 2,535,279 Offset: 140,733.

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25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

27 September 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,195 total jobs delivered: 1,912.

3. Breakdown of completed work for the month of August:

OFFICE	PHOTOSTAT		PHOTOGRAPHY		OZALID		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			2	64	3	34			2	4,300	6	2,590				
ONE	1	15							4	2,813						
ORR	94	3,195	47	8,707	1	792	3	505	25	619,437	21	39,295				3 14,245
OSI	30	1,282	2	25	2	17			6	35	75,443	18	5,641			
OCD	347	12,647	475	44,487			45	36,210	94	1,375,520	6	6,208	2	1,200	19	23,205
OCI	1	130	4	32							28	3,750	3	2,100		
OSO	19	4,145	36	32,810	10	616	1	2,346	11	187,365	3	5,160				
OPC	19	1,183	13	10,514				400	7	31,875						
OO	11	710	8	1,264			21	5,503	13	45,547	82	3,484,764	22	17,747		
Management	2	20							10	18,254	7	4,834				
Security	1	8	19	11,296					1	300	3	3,000				2 300
Ad/Services	8	191	4	136	5	147	3	1,125	4	15,126	4	5,150				1 100
Finance									3	12,540						
Personnel	51	60,704	21	2,119				2	61	242,187	46	46,085	1	5,000	11	16,300
Procurement	7	531	1	12				2	13	86,300	19	4,915				
General Counsel	1	3	1	146												
Medical									1	1,000						
NSC									2	4,245						
TOTALS	592	84,764	633	111,604	21	1,614	73	46,099	286	2,722,252	243	3,611,392	28	26,047	36	54,150
BACKLOG	519	19,365	451	100,022			24	730	20	174,774			1	31		

GPO Production: Offset Impressions: 162,928 Letterpress Impressions: 2,984,602.

MEMORANDUM TO: Acting Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

11 August 1951
m25110

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 1,917 total jobs delivered: 1,542.

3. Breakdown of completed work for the month of July:

OFFICE	PHOTOSTAT		PHOTOGRAPH		OZALID		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			2	49	2	80					3	300				
ONE									1	1,440			2	233		
ORR	43	879	33	412	1	2	3	355	26	372,413	16	29,272	3	829	4	2,475
OSI	12	443	4	57			1	25	27	49,018	22	11,700			1	385
OCD	285	13,774	237	33,602			19	31,651	151	1,287,669	14	21,040	2	8,500	4	17,625
OCI	1	17	7	104					2	4,000	33	3,677	3	7,100		
OSO	57	2,228	43	24,450	9	215	4	21,902	19	61,005	2	1,280				
OPC	17	705	2	490					22	7	25,390					
OO	19	1,619	2	28			5	270	7	67,855	61	3,095,268	21	18,105		
Management	3	25	1	40					16	30,212	11	22,928				
Security			13	5,870					11	70,450	1	150			1	1,600
Ad/Services	9	326	2	32	2	24	1	700	12	104,838	2	350			2	350
Finance	1	10							4	40,350	1	300				
Personnel	55	4,468	11	54	1	25			28	94,265	44	41,510	1	1,000	22	4,700
Procurement	3	96							18	228,000	15	5,465				
Medical											1	200				
General Counsel	4	1,894									2	1,220				
NSC									5	55,000						
TOTALS	509	26,484	357	65,188	15	346	33	54,925	334	2,491,905	226	3,234,660	32	35,767	34	27,135
BACKLOG		-	405	16,918	n				15	90,500	2	4,850	1	5,000		

GPO Production: Offset Impressions: 160,680 Letter Press Impressions: 2,128,611.
Photographic Job farmed out for OCD: 1,510 prints.

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25X1A9A

MEMORANDUM TO: Acting Assistant to the Chief, Administrative Services
 FROM : Chief, Reproduction Division
 SUBJECT : Monthly Progress Report

14 July 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,360 total jobs delivered: 1,911.

3. Breakdown of completed work for the month of June:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	
Director's Office	2	25	3	200	2	216			4	4,104	7	4,126			1	100	
OMA									2	496			1	72			
ORR	72	1,318			52	3,935	2	138	35	336,477	22	63,490	2	349	4	2,010	
CSI	21	776	3	1,713	5	2,379			60	19	112,649	17	2,440			1	48
OCD	418	16,426			255	37,133	20	27,443	133	1,662,585	10	5,116	3	27,500	17	2,113	
OPI	1	16			4	55			1	1,000	20	3,540	2	1,760			
OSO	67	11,648	10	1,051	69	57,567	7	62,297	20	101,000	6	13,720					
CPC	14	4,116			4	1,566	1	670	7	25,835							
CO	15	1,832	1	6	6	7,268	9	385	16	55,497	68	2,982,382	23	19,440			
Management	1	13			1	4			4	5,225	13	11,135					
Security					21	7,306			5	17,500	4	9,220					
All Services	9	437			2	5	3	1,150	8	17,158	4	6,800					
Finance	1	1							7	22,400	2	600					
Personnel	77	2,452	1	720	82	3,370			38	165,945	31	24,305	1	1,000	17	1,630	
Procurement	6	611							25	322,400	36	11,840					
Medical									2	750	2	1,000					
General Counsel	2	305															
NSC									2	24,000							
TOTAL	705	35,877	18	3,690	593	120,503	42	92,143	328	3,925,021	242	3,139,714	32	50,061	40	\$,400	
BACKLOG	295	13,924			423	125,497	3	15,275	19	41,375			1	195			

PP Instructions: Offset Impressions: 39,010 Letter Press Impressions: 39,300.

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services
 APPROVED FOR RELEASE 2003/02/27 CIA-RDP54-00177A000100130043-2
 FROM : Chief, Reproduction Division
 SUBJECT : Monthly Progress Report

12 June 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,278 total jobs completed: 2,405.

3. Breakdown of completed work for the month of May:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Job	Imps.
Director's Office	6	155	2	40					10	5,611	4	712				
ONE	1	102							3	3,210			5	713		
ORR	85	1,242			61	3,389	1	130	26	529,297	36	76,141	4	651	4	290
OSI	26	673			6	2,626		125	27	17,110	8	1,555			2	700
CCD	539	19,058	5	1,061	463	64,507	38	39,678	134	1,725,776	16	20,147	5	48,400	9	780
DCI	1	6			10	79					30	3,705	3	3,300	2	130
OSO	84	12,709	9	1,115	109	23,785	2	21,978	28	99,210	7	68,686			1	1,272
OPC	34	3,000			7	8,238		100	6	3,830	1	396				
CO	22	2,642	7	2,757	13	3,017	15	1,518	19	86,234	78	3,959,737	24	21,141		
Management	3	219							17	62,572	9	3,953				
Security					15	5,051			6	9,550	3	2,000	1	1,536		
Ad/Services	20	491			2	4	231	5	2,850	10	23,218	3	270			
Finance	1	18							8	12,750						
Personnel	38	141			81	2,474	1	2,800	34	82,225	53	43,930	2	5,000	1	50
Procurement	2	63							21	184,500	20	3,815				
Medical									1	1,000	3	1,400				
General Counsel	3	10							1	500	1	75				
TOTALS	865	41,129	23	4,975	769	113,397	62	52,179	351	2,346,593	272	4,136,522	44	80,741	19	3,222
BACKLOG	107	4,030			260	24,467	10	41,000	6	33,771	2	1,290				

GPO Production: Offset Impressions: 145,400 Letter Press Impressions: 1,862,992.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administration Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 May 1951

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,120 total jobs completed: 2,053.

3. Breakdown of completed work for the month of April:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office		1		90	1	3		2	1	2,000	5	585				
ONE	3	68											4		842	
ORR	95	1,744	1	18	36	5,383	3	381	21	822,180	39	65,119	6	954	12	6,702
OSI	14	212	1	20	9	509		54	27	6,650	11	3,910			2	655
OCD	479	21,055			326	51,997	5	20,802	127	1,626,017	9	10,019	4	26,200	15	1,465
OCI	1	490	3	22	3	35					21	3,220	1	3,000		
OSO	82	9,483	9	241	81	35,116		428	15	119,400	7	70,413				
OPC	33	1,860	1	25	10	516		10	6	19,336	1	9,800			1	380
OO	16	2,365			6	1,889	19	4,090	7	34,710	66	3,487,479	24	23,325		
Management	1	12							12	108,350	6	8,722				
Security					19	4,614				7	36,800	2	1,000			
Ad/Services	13	524	3	27	3	296	5	750	8	93,704					3	512
Finance	2	450							10	19,320						
Personnel	60	1,817			36	4,658			23	41,250	92	62,535				
Procurement	3	38							22	230,200	28	4,815				
Medical	1	2														
NSC									1	50						
General Counsel	2	44									1	75				
Training	1	1							17	108,701	1	1,200			1	400
TOTALS	806	40,165	19	443	530	105,016	32	26,517	304	3,268,668	289	3,728,892	39	54,321	34	10,114
BACKLOG	228	10,311		232	67,176	20	50,475	11	144,625	2	1,522					

GPO Production: Offset Impressions: 64,865 Letter Press Impressions: 959,218.

25X1A9A

7 April 1951

MEMORANDUM TO: Deputy Chief, Administrative Services

FROM :: Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,236 total jobs completed: 1,891.

3. Breakdown of completed work for the month of March:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	1	3	2	60					2	2,882	5	626			2	75
ONE									1	360			2		542	1 2,760
ORR	93	2,516	1	6	35	2,212		110	23	111,593	25	68,024	2	388	15	7,540
OSI	16	288	1	20	5	1,100		9	28	14,073	9	1,350				
CCD	374	19,841	1	5	396	77,028	26	31,099	113	1,695,783	11	3,015	1	3,000	9	1,296
OCI	2	82			7	328		25	2	2,100	18	2,595	2	6,500		
OSO	53	9,582	11	448	96	27,234	4	7,637	18	64,940	6	26,190				
OPC	38	2,971			11	5,178		212	14	1,525,885						
OO	12	741			12	1,778	7	769	13	18,533	75	3,476,622	22	21,051		
Management					1	4		15	2	6,000	8	8,223				
Security	2	814			17	3,924			7	20,050	4	7,000	1	1,320		
Ad/Services	11	162	1	30	6	546	7	2,200	6	5,708	1	500				
Finance									2	7,000	1	1,400				
Personnel	81	1,910	1	4,400	15	3,646		2	18	27,050	24	25,655	1	1,000		
Procurement	1	12			1	20			18	1,466,786	28	6,415				
NSC									2	10,000	1	2,520				
TOTALS	634	38,922	18	4,269	602	122,998	44	42,078	269	4,978,743	216	3,630,135	31	33,801	27	11,671
BACKLOG	295	9,912			236	74,156	16	45,000	6	166,000						

GPO Production: Offset Impressions: 221,400 Letter Press Impressions: 1,754,167.

MEMORANDUM TO: Deputy Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 March 1951

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 1,676 total jobs completed: 1,549.

3. Breakdown of completed work for the month of February:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	1	3							1	255	5	3,827			1	250
ONE									3	900			5	1,449		
ORR	74	1,222	3	19	9	220			15	657,848	7	36,320	1	211	5	9,520
OSI	17	640	1	2	3	715			40	10,100	6	545	1	65		
OCD	307	13,785			282	53,039	14	23,194	98	1,684,478	8	10,589	4	20,600	8	4,815
OIC	1	420	1	25	4	199		50	3	8,015	17	2,000				
OSC	59	9,370	7	265	45	16,294		214	18	213,353	3	16,500				
OPC	25	1,540			8	935		95	6	81,350						
OO	15	2,293			7	2,063	6	4,187	16	87,824	70	3,084,054	19	18,368		
Management	1	6			1	14			6	1,880	12	14,794				
General Counsel									1	1,000						
Security					13	2,995		1	6	29,800	2	3,100				
Ad/Services	16	446			4	268	4	675	9	34,500	4	1,525			2	400
Finance	1	2									1	400				
Medical											1	4,000				
Personnel	51	1,807			51	325			27	51,750	48	22,590	2	1,355	1	250
Procurement					1	20	1	165	19	1,041,800	11	5,365	2	3,366		
NSC									2	8,000						
TOTALS	568	31,534	12	311	428	77,087	25	28,581	270	3,912,853	195	3,205,609	34	45,414	17	15,235
BACKLOG	75	4,758			235	71,501	3	17,500	2	53,500	2	7,744				

GPO Production: Offset Impressions: 154,350 Letter Press Impressions: 1,593,095.

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Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

MEMORANDUM TO: Deputy Chief, Administrative Services
 APPROVED FOR RELEASE 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM : Assistant Chief, Reproduction Division

SUBJECT : Monthly Progress Report

7 February 1951

1. Problems: personnel and space. 2. Volume: total jobs received: 1,812 • total jobs delivered: 1,875.

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office									3	1,716	8	1,742				
ONE									1	1,542			11	3,115		
ORR	79	1,788	3	10	26	1,355		60	38	627,193	7	22,285	4	953	5	9,265
OSI	34	478	1	260	8	214		15	57	15,099	9	862	1	64		
OCD	296	21,571			366	48,277	63	35,361	112	1,524,753	14	17,136	2	36,000	22	4,695
OIC					11	605		104	2	730	27	4,247				
OSO	55	7,464	11	1,892	73	18,207		4,496	19	79,422	1	60				
OPC	29	4,693			13	2,126		1,048	4	9,300						
OO	16	444			12	6,676	9	1,594	16	95,258	86	4,548,895	27	24,194		
Management									4	14,908	13	34,147				
General Counsel	1	16							2	1,000						
Security	3	143			14	2,755			6	6,700	3	3,400				
Ad/Services	21	327	4	58	3	7,647	10	4,700	9	53,469	4	975				
Finance	2	44							8	19,960	3	8,293				
Medical									2	800						
Personnel	24	1,194			24	1,199		10	33	45,220	63	58,745	1	1,000		
Procurement									21	267,300	15	9,210			1	100
TOTALS	560	38,162	19	2,220	550	89,061	82	47,388	337	2,764,370	253	4,709,997	46	65,326	28	14,060
BACKLOG	12	1,425			194	101,558	3	350	19	163,380	1	108				

GPO Production: Offset Impressions: 97,810 Letter Press Impressions: 782,335.